



EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110002.

www.esic.nic.in

Recruitment of Social Security Officers (SSOs) in ESI Corporation

Online Applications (through website of ESIC at www.esic.nic.in) are invited for filling up the post of **Social Security Officers (SSOs)** on **regular basis by Direct Recruitment**. The detail of vacancies is as under:-

A. DETAILS OF VACANCIES :-

Category	UR	SC	ST	OBC	Total	No. of Posts Reserved for Person with Disabilities (PWDs)	No. of Posts Reserved for Ex-Servicemen (Ex-SM)
No. of Vacancies	150	44	03	70	267	09*	25

Note 1: The candidates appointed under PWD and Ex-Servicemen quota will be adjusted against the vacancy of respective categories of SC/ST/OBC/Unreserved (UR).

Note 2: Above vacancies may increase or decrease depending upon the actual requirement.

***Identified Posts for Persons with Disabilities (PWD)**

Post	Suitability for the post	Physical Requirements	Abbreviation Used		
Social Security Officer	OA, OL, OAL & HH	S, ST, W, BN, L, PP, KC, MF, SE, H, C	OA-One Arm	ST – Standing	KC- Kneeling & Crouching
			OL-One Leg	W – Walking	MF – Manipulation by Fingers
			OAL – One Arm & One Leg	BN – Bending	SE – Seeing
			HH – Hearing Handicapped	L – Lifting	H - Hearing
			S - Sitting	PP – Pulling & Pushing	C - Communication

B. CITIZENSHIP

A candidate must be either:

- a citizen of India, or
- a subject of Nepal, or
- a subject of Bhutan, or
- a Tibetan refugee who came over to India, before the 1st January,1962, with the intention of permanently settling in India, or
- a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania(Formerly Tanganyika and Zanzibar),Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

Note: The application of a candidate in whose case a certificate of eligibility is necessary, may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

C. SCALE OF PAY

Pay Band Rs. 9300-34800/- and Grade Pay Rs. 4600/-.

In addition to Pay they will also be eligible for DA, HRA and Transport Allowance and other allowances as per rules in force from time to time.

D. AGE LIMIT AS ON CLOSING DATE

Between 21 to 27 years as on **20th February, 2014**. Upper age limit is relaxable for ESIC Employees, Government Servants and persons belonging to reserved categories i.e. SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons in accordance with the instructions and orders issued from time to time.

E. ESSENTIAL QUALIFICATIONS

1. A degree of a recognized University (Preference will be given to the graduates in Commerce/Law/Management).
2. Working knowledge of computer including use of office suites and database.

Desirable:

Three years service in Government Organization or Corporation or Government Undertaking or Local Body or Scheduled Bank etc.

F. APPLICATION FEE

(i) Amount of Application Fee:-

S. No.	Category	Fee Amount (In Rs.)
01	SC/ST/PWD/ ESIC Employees, Female Candidates & Ex Servicemen	NIL
02	All other categories	275/-

(ii) Mode of payment: -

- (a) The candidates who are not exempted from payment of application fee should pay the requisite fee by generation of challan through online application.
- (b) Fee once paid will **not** be refunded under any circumstances.
- (c) To pay the fee, candidate should take print out of challan generated online after filling application and uploading scanned photograph and signature. Deposit the requisite fee in **any branch of State Bank of India** and then continue remaining part of online filling of application. The fee is to be paid only through State Bank of India. Details instructions for filling online application and generation of challan are available on the website.
- (d) Women candidates, ESIC Employees and candidates belonging to Scheduled Caste, Scheduled Tribe, Person with Disabilities (PWDs) and Ex-serviceman eligible for reservation are exempted from paying fee. The candidates exempted from payment of fee are not required to generate challan for payment of fees. Such candidates can submit online application and take print out of application.
- (e) Fees paid by modes other than through SBI Challan as indicated above will **not** be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.
- (f) Copy of challan through which fee is paid must be retained by the candidate and produced on demand.

G. HOW TO APPLY

1. Candidates must apply online through the website www.esic.nic.in. No other means/mode of application will be accepted. Applications received through any other mode will not be accepted and will be summarily rejected. To apply online visit our website www.esic.nic.in, enter **ESIC Home Page>>>Recruitment>>All Consolidated>Apply online for Recruitment to the post of Social Security Officers in ESIC – 2014.**
2. **Detailed Instructions for filling online application are available on the website. Candidate should read the instructions carefully before making any entry or selecting options.**
3. After submitting the online application, the candidates are required to take print out of the finally submitted online application and retain the same with them.
4. **Candidates are not required to submit to ESIC either by post or by hand the printouts of their online applications or any other document. They will be required to submit printout of online application along with documents in support of their eligibility etc. in case they are shortlisted for Part – II Examinations.**
5. **The candidates are advised to submit only single online application. However, if somehow, he/she submits multiple online applications, then he/she must ensure that online application with the higher “Application Number” is complete in all respects including fee. The applicants, who submit multiple online applications, should note that only the online application with higher “Application Number” shall be entertained by the ESIC and fee paid against one “Application Number” shall not be adjusted against any other “Application Number”.**
6. **Application once submitted cannot be modified, hence utmost care should be taken to furnish the correct details before submitting the online application.**
7. Candidates are required to keep active the Email-ID and the Mobile Number during the currency of this recruitment process. ESIC may also send Admission Certificates for Computer Skill Test, interview and other communication only at the registered email ID of candidates. Hence under no circumstances, the candidates should provide email ID to anyone.
8. **Before applying online, candidate will be required to have a scanned (digital) image of his/her recent photograph and signature for uploading. The scanned photograph and signature should be in JPG/JPEG format only and the digital size of the each file i.e. scanned photograph and signature must be less than 50 kb.**
9. Candidate should first scan their photograph and signature, ensuring that both the photograph and signature are as per the prescribed specifications. If the size of the file is more than 50 kb then adjust the settings of the scanner (or resize the image).
10. Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to avoid the possibility of disconnection/inability/failure to log on etc.

H. SCHEME OF EXAMINATION

The Examination will be conducted in three parts/stages as indicated below:

01. PART I – WRITTEN EXAMINATION – 200 MARKS (TOTAL 200 QUESTIONS, 2 HOURS DURATION)

The Part – I Written Examination will consist of following four parts:

- (i) General English – 50 Questions – 50 Marks,
- (ii) General Intelligence – 50 Questions – 50 Marks,
- (iii) General Awareness – 50 Questions – 50 Marks and
- (iv) Arithmetic Ability – 50 Questions – 50 Marks.

Note 1: Questions will be of Objective Type Multiple Choices. The questions of part (ii) General Intelligence, (iii) General Awareness and (iv) Arithmetic Ability will be set both in Hindi and English Language in Part I – Written Examination.

Note 2: Questions will be of a level commensurate with the essential qualification viz. graduation and questions in Part (iv) – Arithmetic Ability will be of 10th standard level.

Note 3: Negative Marking - There will be negative marking of 0.25 for each wrong answer in Part I – Written Examination.

Note 4: ESIC shall have the discretion to fix minimum qualifying marks in Part I – Written Examination and in each part of Part I – Written Examination.

02. PART II – (a) COMPUTER SKILL TEST – 50 MARKS (30 MINUTES DURATION) & (b) SHORT DESCRIPTIVE TEST OF QUALIFYING NATURE – 50 MARKS (01 HOUR DURATION)

(a) The Computer Skill Test (CST) will consist of following three parts:

- (i) Preparation of 02 Power Points Slides – 10 Marks,
- (ii) Typing matter on MS Word with formatting – 20 Marks and
- (iii) Preparation of Table on MS Excel with use of formulae – 20 Marks.

Note 1: Minimum qualifying marks in the Part II (a) – Computer Skill Test will be decided by the ESIC.

(b) Short Descriptive Test of Qualifying Nature (50 Marks) – The short descriptive test will be qualifying in nature with questions drawn on the following subjects:

- (i) English Language & Comprehension.
- (ii) Quantitative Abilities and
- (iii) General Awareness.

Note 1: The short descriptive test will be of one hour duration and marks obtained by the candidate in short descriptive test will not be taken into account for determining the position of the candidates in merit order. Only those candidates who qualify in the Short Descriptive Test will be considered for short listing for Part III – Interview.

Note 2: Minimum qualifying marks in the Part II (b) – Short Descriptive Test will be decided by the ESIC.

03. PART III – INTERVIEW – 50 MARKS.

I. CRITERIA FOR SHORTLISTING FOR PART II - COMPUTER SKILL TEST & SHORT DESCRIPTIVE TEST, PART III - INTERVIEW AND FINAL SELECTION

The Criteria for shortlisting of candidates for Part II – (a) Computer Skill Test & (b) Short Descriptive Test, Part III - Interview and Final Selection after interview is as under:

01. CRITERIA FOR SHORTLISTING FOR PART II – (a) COMPUTER SKILL TEST & (b) SHORT DESCRIPTIVE TEST

The candidates will be shortlisted for Part II – (a) Computer Skill Test & (b) Short Descriptive Test in the ratio of **1:5 on the basis of their performance in Part – I Written Examination.**

02. CRITERIA FOR SHORTLISTING FOR PART III – INTERVIEW

The candidates who qualify in Part II (a) - Computer Skill Test and Part II (b) - Short Descriptive Test will be considered for shortlisting for Interview. The candidates will be shortlisted for Part III – Interview in the ratio of **1:3 on the basis of their performance in Part I - Written Examination and Part II (b) - Computer Skill Test.** The weightage of marks for preparing the merit list for shortlisting the candidates for Part III - Interview in the ratio of 1:3 is as under:

Written Examination (200 Marks)	70% Weightage
Computer Skill Test (50 Marks)	30% Weightage

Note: Part II (b) – Short Descriptive Test will be qualifying in nature and will not be taken into account for determining the position of the candidates in merit order.

03. CRITERIA FOR FINAL SELECTION

The Final Selection for the post of Social Security Officer will be made on the basis of performance of candidates in **Part I - Written Examination, Part II (a) - Computer Skill Test & and Part III - Interview.** The weightage of marks for preparing final Select List is as under:

- I. The weightage of marks of Written Examination and Computer Skill Test combined is 80%.**
- II. The weightage of marks of interview is 20%.**

Note: The final select list will be made by adding together the marks as under:

- (i) 80% of the marks obtained in Written Examination (70% weightage) and Computer Skill Test (30% Weightage).**

For example if the candidate has secured 120 marks out of 200 in Written Examination and 40 marks out of 50 in Computer Skill Test then weightage of Written Examination and Computer Skill Test will be 80 % of 96 (70% of 120 plus 30% of 40 i.e. 84 + 12 = 96).

- (ii) 20% of marks obtained in Interview.**

J. CENTRE OF EXAMINATION

The Part – I - Written examination shall be conducted at the following centers: -

Serial No.	Examination Center	Serial No.	Examination Center
1.	Ahemdabad	12.	Indore
2.	Bangalore	13.	Jaipur
3.	Bhubaneswar	14.	Jammu
4.	Chandigarh	15.	Kanpur
5.	Chennai	16.	Kolkata
6.	Delhi	17.	Mumbai
7.	Dehradun	18.	Nagpur
8.	Faridabad	19.	Patna
9.	Goa	20.	Ranchi
10.	Guwahati	21.	Raipur
11.	Hyderabad	22.	Thrissur

Note 1: The candidates are advised to select the center carefully in the online application. No change of Centre of Examination will be allowed under any circumstances.

Note 2: ESIC reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. ESIC also reserves the right to divert candidates of any centre to some other centre to take the examination.

Note 3: The Centres for Part II (a) & (b) – Computer Skill Test & Short Descriptive Test and Part III – Interview shall be fixed and informed by ESIC subsequently.

No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test.

K. IMPORTANT INSTRUCTIONS TO CANDIDATES

1.	Candidates are not required to submit to ESIC either by post or by hand the printouts of their online applications or any other document.
2.	Copy of challan through which fee is paid and printout of online application must be retained and produced on demand.
3.	ESI Corporation will not undertake detailed scrutiny of online applications for eligibility and other aspects at the time of written examination and, therefore, the candidature is accepted only provisionally . Before applying, candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible for the post . When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the decision of ESIC shall be final .
4.	Before applying, candidates in their own interest are advised to go through the detailed instructions contained in this notice and also available on the website of ESI Corporation (http://esic.nic.in)
5.	Candidates seeking reservation benefits available for SC/ST/OBC /PWD/EX-Servicemen must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice and as per the instructions issued by Govt. of India. They should also be in possession of the certificates in the prescribed format of Govt. of India in support of their claim. Candidates claiming reservation/ age relaxation under OBC Category should submit the OBC Certificate given at Annexure -"A" prescribed vide Govt. of India, Department of Personal and Training OM No. 36012/22/93-Estt.(SCT) dated 15.11.93 alongwith Self Declaration given at Annexure "B" failing which the benefit of reservation or age relaxation will not be given.

6.	ESIC Employees/Government Servants claiming age relaxation should be in possession of a certificate in the prescribed format annexed at 'C' from their office in respect of the length of continuous service which should be not less than three years in the immediate period preceding the closing date for receipt of application . They should continue to have the status of ESIC Employee/Government Servants till the time of appointment, in the event of their selection.
7.	Ex-Servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession and for claiming benefits of reservation under Ex-Servicemen category. However, they are eligible for age relaxation only. The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation. For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement with the Armed Forces within the stipulated period of one year from the Closing Date, or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency. Serving Defence Personnel shall have to produce certificate issued by the competent authority in the proforma given annexed at 'D'.
8.	CLOSING DATE: The Closing Date for submission of Online Application through ESIC website www.esic.nic.in is <u>20th February, 2014 (upto 5:00 P.M.)</u>.
9.	The last date for printing of completely submitted Online Application is <u>26th February, 2014 (upto 5:00 P.M.)</u>. The candidates who have generated SBI Challan for payment of fee by <u>20th February, 2014 (upto 5:00 P.M.)</u> can deposit the application fee in cash in any branch of SBI upto <u>24th February, 2014</u> and can complete the remaining part of online application by <u>26th February, 2014 (upto 5:00 P.M.)</u>.
10.	The crucial date for determining the age limit, essential qualification and other criteria regarding eligibility for the post shall be the closing date of submission of online application i.e. <u>20th February, 2014</u>.
11.	The post carries All India Service Liability and the candidates selected for the post are liable to be posted anywhere in India.
12.	Mobiles, other electronic gadgets and wireless equipments are banned within the premises of the examination centers. Their possession in switched on or switched off mode is considered by the ESI Corporation as a manipulative practice and will invite summarily cancellation of candidature, debarment from the ESIC's examinations and/or criminal prosecution.
13.	The Corporation may send emails to candidates regarding successful submission of on-line application.
14.	Discrepancies in Question Paper, if any should be brought to the Notice of the Corporation in writing within the time limit indicated while placing answer keys on the website. Representations submitted thereafter will not be considered and will be summarily rejected.

L. ADMISSION TO THE EXAMINATION

1. All candidates who apply in response to this advertisement by the Closing Date will be assigned **Roll Numbers** which will be placed on the website of the ESIC about **two weeks** before the date of the examination. A candidate must write his/her Roll number along with his/her name, date of birth and name of the examination while addressing any communication to the ESIC. Communication from the candidate not furnishing these particulars shall not be entertained.

2. Admission Certificates (ACs) for the Written Examination indicating the time and venues of examination can be downloaded from the website of ESIC (<http://esic.nic.in>). Candidates who are unable to download their Admission Certificates should contact ESIC with details such as Application Number, print out of online application, copy of challan, etc. for obtaining the Admission Certificates. Failure to do so will deprive him/her of any claim for consideration.
3. Details of deficiency in application, if any, will also be placed on the ESIC's website about two weeks before the examination.
4. Candidates are advised that it is compulsory to carry a Photo ID such as Voter's ID, Driving License, ID Cards issued by Government or other Offices where the candidates may be working. Candidates without such ID cards will not be allowed entry into the examination halls/Skill Test venues.
5. Candidates should bring his/her recent passport size photographs for affixing it in the ESIC's copy of Admission Certificate in the presence of Invigilator. Candidates not carrying photographs will not be allowed to appear in the examination.

M. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. If there is any inaccuracy or any discrepancy, in filling OMR Sheet, they will be awarded "ZERO"

Without prejudice to criminal action/debarment from ESIC's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:-

1. In possession of **MOBILE PHONE & ACCESSORIES AND OTHER ELECTRONIC GADGETS WITHIN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN USE OR IN SWITCH OFF MODE AND ON PERSON OR OTHERWISE.**
2. Involved in malpractices.
3. Using unfair means in the examination hall.
4. Obtaining support for his / her candidature by any means.
5. Impersonate/ Procuring impersonation by any person.
6. Submitting fabricated documents or documents which have been tampered with.
7. Making statements which are incorrect or false or suppressing material information.
8. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
9. Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or ESIC's representatives.
10. Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
11. Intimidating or causing bodily harm to the staff employed by the ESIC for the conduct of examination.
12. To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
13. Candidature can also be cancelled at any stage of the recruitment for any other ground which the ESIC considers to be sufficient cause for cancellation of candidature.

N. ESIC'S DECISION FINAL

The decision of the ESIC in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and interviews, allotment of examination centres, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

Disqualification:- No person,

- (a) Who has entered into or contracted a marriage with a person having spouse living or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person

Shall be eligible for appointment to the said post.

Provided that the Director General of the Employees State Insurance Corporation may if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.

Caution: - Canvassing in any form will be a disqualification.

CLOSING DATE: The Closing Date for submission of Online Application through ESIC website www.esic.nic.in is 20th February, 2014 (upto 5:00 P.M.).

Dated: 16th January, 2014.

Joint Director (Rectt.)

**The form of certificate to be produced by Other Backward Classes candidates applying for
appointment to posts under the Government of India.**

(Please see Para K(5) – Important Instruction to Candidates of the Notice)

This is to certify that Shri/Shrimati/Kumari*son/daughter* of Shri.....
of village/town*in District/Division*..... of the State/Union
Territory*belongs to theCommunity which is recognised as a backward class
under:

- @ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.
- @ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.
- @ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.
- @ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.
- @ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.
- @ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.
- @ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari*and/or* his/her* family ordinarily resides in village/town*
of..... District/Division* of the State/ Union Territory* of..... This is also to certify that he/she* does not belong
to the persons/sections* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel
& Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004, O.M. No.
36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature.....
**Designation.....
(With seal of Office)
State/Union Territory
Place.....
Date.....

*Please delete the words which are not applicable.

@ Strike out whichever is not applicable.

NOTE: The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

****List of authorities empowered to issue OBC Certificate:**

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

†(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

Note 1: Candidates claiming to belong to OBCs should note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.

Note 2: The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

Note 3: No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

(Please see Para K(5) – Important Instruction to Candidates of the Notice)

I Son/daughter of Shri.....resident of village/town/city..... district..... state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 200, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature:.....

Full Name:.....

Address:.....

**FORM OF CERTIFICATE TO BE SUBMITTED BY ESIC EMPLOYEES/GOVERNMENT SERVANTS
SEEKING AGE-RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).
(Please see Para K(6) – Important Instruction to Candidates of the Notice)

It is certified that *Shri/Smt./Km. _____ is holding the post of ----- in the
pay scale of s _____ with 3 years regular service in the grade as on **closing date**.

Signature _____

Name _____

Office seal

Place:

Date :

*(*Please delete the words which are not applicable.)*

ANNEXURE 'D'

Form of Certificate for serving Defence Personnel

(Please see Para K(7) – Important Instruction to Candidates of the Notice)

I hereby certify that, according to the information available with me (No.) _____
(Rank) _____ (Name) _____ is due to complete the specified term of his
engagement with the Armed Forces on the (Date) _____.

Place:

(Signature of Commanding Officer)

Date:

Office Seal: